FOSDEM 2023 BUILD-UP

K BUILDING

Contents

Contents

BUILD-UP

FRIDAY

Equipment checklist

What should you have?	**Where** should it be?	**Who** should give it to you?	**Do you** have it?
84 tables (in carts)	K+1	RentEvent	
300 chairs (in carts)	K+1	RentEvent	
32 table cloths (in boxes)	K+1	RentEvent	
15 benches (stacked)	K+1	RentEvent	
6 high tables (in carts)	K+1	RentEvent	
6 high table table cloths (in boxes)	K+1	RentEvent	
6 high chairs (in carts)	K+1	RentEvent	
8 garbage bins	K+1	RentEvent	
X ropes	K+1	RentEvent	
1 fridge	K+1	RentEvent	
2 coat hanger racks	K+1	RentEvent	
1 set of room dividers	K+1	RentEvent	
X Welcome to K building (A1)	K+1	Signage	
X What's going on in K (A1)	K+1	Signage	
X Devroom folders (A4 in folder)	K+1	Signage	

People checklist

Who should be there?	**Are** they here?
FOSDEM Staff	
16 FOSDEM volunteers	

Task checklist

What should be done?	**When** should it be done?	**Who** should do it?	Has it been **done**?
Increase capacity in devrooms on 3rd and 4th floor (except K.4.401). Do not do this if lessons are happening. • Remove last row of tables. • Add two rows of chairs (in front).	**12:00 – 18:00**	Volunteers	
Assemble the main infodesk (see plan Infodesk). • Put a ribbon in front of the entrance to the infodesk. • Add the kitchen sign to the kitchen.	**10:00 – 12:00**	Staff Volunteers	
Cover University announcement boards with brown paper. Do not cover vending machines.	**12:00 – 18:00**	Volunteers	
Put devroom folders in each devroom.	**12:00 – 18:00**	Volunteers	
Use safety tape to cordon off each fire exit and all fire equipment.	**12:00 – 18:00**	Volunteers	
Tape signs to each devroom (except K4.401). • Full/Empty spaces • Name of the devroom	**12:00 – 18:00**	Volunteers	

Tape signs to FIT room and NOC. • FIT room sign (left door of K4.401) • First Aid/CoC (right door of K4.401) • NOC (NOC) Only when room is empty!	**18:00 – 19:00**	Staff	
Assemble the cloak room. • Everything that is not a coat hanger or table that is in the cloak room must be placed beneath the auditorium. • Put the 2 extra coat hangers in the room. • Stack 8 tables in front of the room (put one table on another to create 4 pairs). • Stack 16 tables in the room itself. • Provide 4 chairs. • Provide a ladder (from NOC).	**12:00 – 18:00**	Volunteers	
Assemble the stands. • See map and list. • 1 table per stand. • 1 table cloth per 2 stands. • 1 power cord (4 sockets) per stand. Larger ones can be shared.	**12:00 – 18:00**	Volunteers	

• Put stand name on the stand.			

Add What's going on and Welcome to signs.
  • See map.
  • One of each at every entrance (2 on K+1 and 1 on K+2).
  • One of each on every floor in the stair cases (2).
    ○ Not on +1.
    ○ +2
    ○ +3
    ○ +4
  • Note that "What's going on" is different between Saturday and Sunday.
	12:00 – 18:00	Volunteers	

Divide the space between the stands group A and group B with a black ribbon.	**12:00 – 18:00**	Volunteers	
Put a ribbon in front of the Infodesk to create some kind of queue.	**12:00 – 18:00**	Volunteers	
Put glass recycling boxes at every entrance (2 on K+1 and 1 on K+2).	**12:00 – 18:00**	CI	
Create the FIT room (K4.401). • See map.	**18:00 – 19:00**	Volunteers Staff	

• Put one printer and one spare laptop in the room. If the room is not empty or closed, this must be done on **Saturday 07:00 – 09:00**.			
Set up the network and NOC.	**12:00 – 18:00**	Network team	
Set up the video system and VOC.	**12:00 – 18:00**	Video team	
Tape off all cables that run over floors or corridors with gaffa tape (do not use duct tape).	**12:00 – 18:00**	Volunteers	
Put carts for tables and chairs; the boxes that the table cloths came in and signage box on K+2 behind the auditorium.	**16:00 – 18:00**	Volunteers	
Put garbage bins around the building, especially where there are not a lot of garbage bins (including K+2).	**12:00 – 18:00**	Volunteers	

TEAR-DOWN

SUNDAY

Equipment checklist

What should you bring back?	Where should it go?	Is it where it should be?
84 tables (in carts)	K+1 (cart)	
300 chairs (in carts)	K+1 (cart)	
32 table cloths (in boxes)	K+1 (box)	
15 benches (stacked)	K+1 (stack)	
6 high tables (in carts)	K+1 (cart)	
6 high table table cloths (in boxes)	K+1 (box)	
6 high chairs (in carts)	K+1 (cart)	
8 garbage bins	K+1	
X ropes	K+1	
1 fridge	K+1	
2 coat hanger racks	K+1	
1 set of room dividers	K+1	
X Welcome to K building (A1)	Garbage	
X What's going on in K (A1)	Garbage	
X Devroom folders (A4 in folder)	Signage box	
Laminated FOSDEM signs	Signage box	

People checklist

Who should be there?	**Are** they here?
FOSDEM Staff	
16 FOSDEM volunteers	

Task checklist

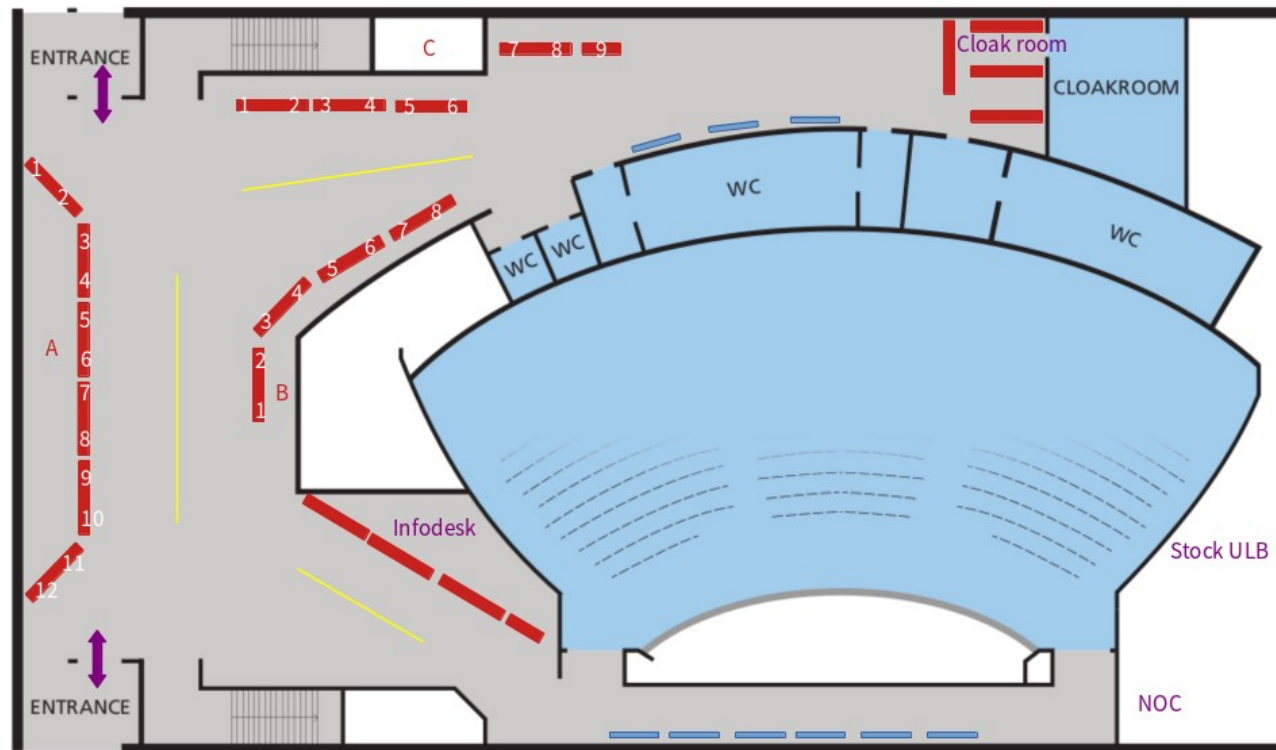| **What** should be done?	**When** should it be done?	**Who** should do it?	Has it been **done**?
Change signage from Saturday to Sunday. • Devroom signs (should be in Devroom folder). • What's going on.	**07:00 – 09:00**	Signage volunteers Staff	
All hands meeting in the FIT room (K).	**15:00**	Staff	
Swap walkie-talkie battery.	**15:00**	You	
Do a round of all devrooms informing them of clean-up instructions. • They should clean-up from 17:00 and finish by 18:00. • They should sweep the room, remove all the trash and take the full trash bags to the containers outside. • Brooms, dust pans and garbage bags can be gotten from the Infodesk. • Laminated signs that are in the Devroom must be put in the folder and handed to the Infodesk.	**16:00 – 17:00**	You	

• Video and network should not be touched.			
Do a round of all stands informing them of clean-up instructions. • They should clean-up from 17:00 and finish by 18:00. • They should put the tables and chairs on carts (K+2 behind the auditorium). Table cloths must be put in the boxes (also K+2). • They should remove the garbage in the direct surroundings of their stands, as well as everything they brought. • Brooms, dust pans and garbage bags can be gotten from the Infodesk. • Video and network should not be touched.	**16:00 – 17:00**	You	
Undo the changes in the devrooms (K+3 & K+4).	**17:00 – 18:00**	Volunteers	
Remove all FOSDEM stuff. • Brown paper • FOSDEM signage	**18:00 – 19:00**	Volunteers	

• Devroom signs • All tape			
Put FOSDEM equipment in the boxes (if it came out of a box). People will come from other buildings with stuff, make sure it is in the right box.	**17:00 – 19:00**	Staff Volunteers	
Load the vans with boxes. Follow the instructions of the transportation team.	**17:00 – 19:00**	Volunteers	
Sweep floors, empty garbage bins, clean out devrooms, auditoria, corridors and whatever seems dirty.	**17:00 – 19:00**	Volunteers	
Disassemble the cloak room.	**19:00 – 19:30**	Volunteers	
Disassemble the infodesk.	**19:00 – 19:30**	Volunteers	
Disassemble the FIT room.	**18:30 – 19:30**	Volunteers	
Remove network. **Only** after a go from the network team.	**18:30 – 19:30**	Network team Volunteers	
Remove video. **Only** after a go from the video team.	**18:30 – 19:30**	Video team Volunteers	

MAPS AND LISTS

General map

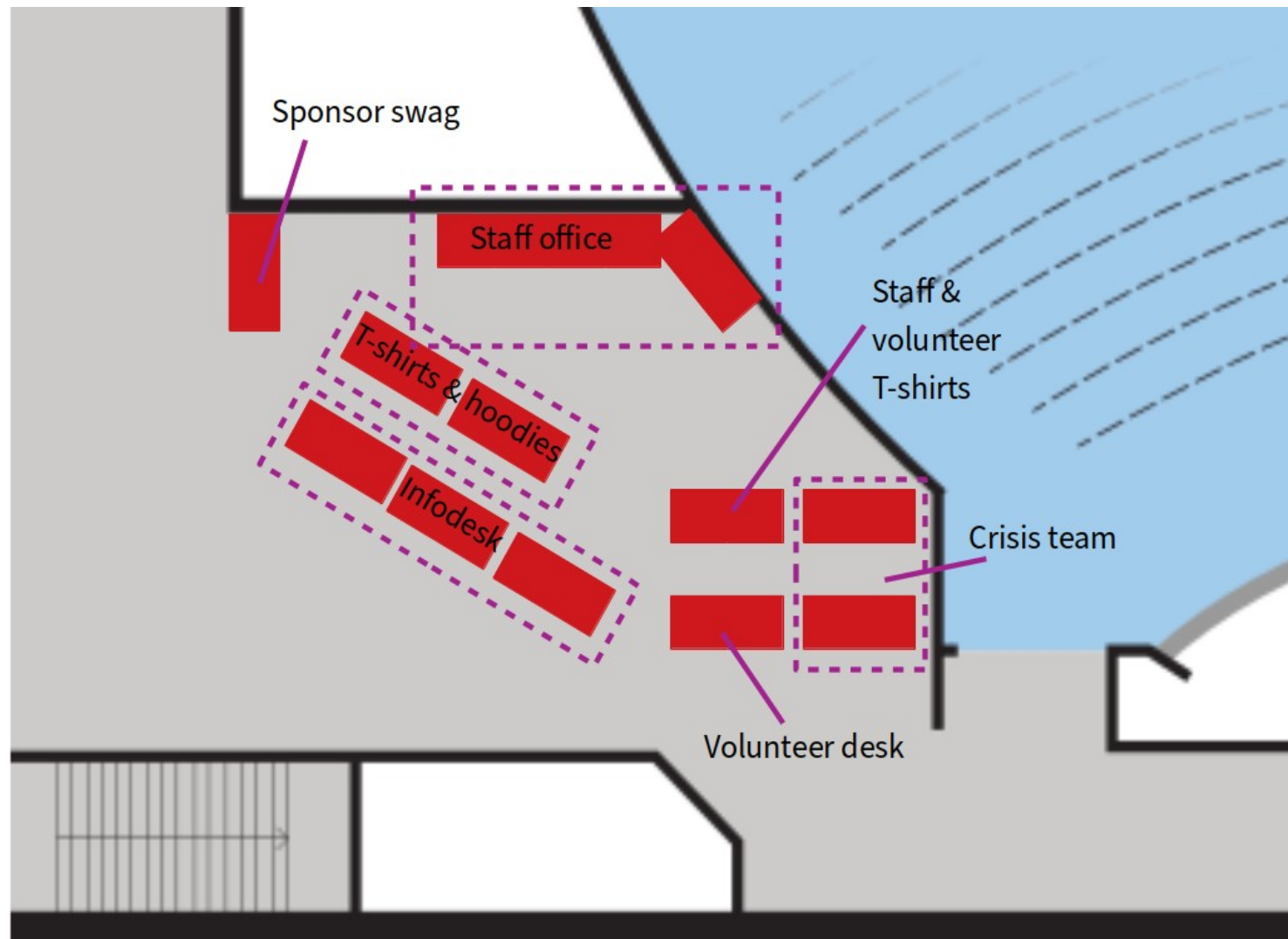*(ignore the stands, see the stands map)*

BUILDING K
LEVEL 1

E 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

D 3 4 5
2
1

First aid
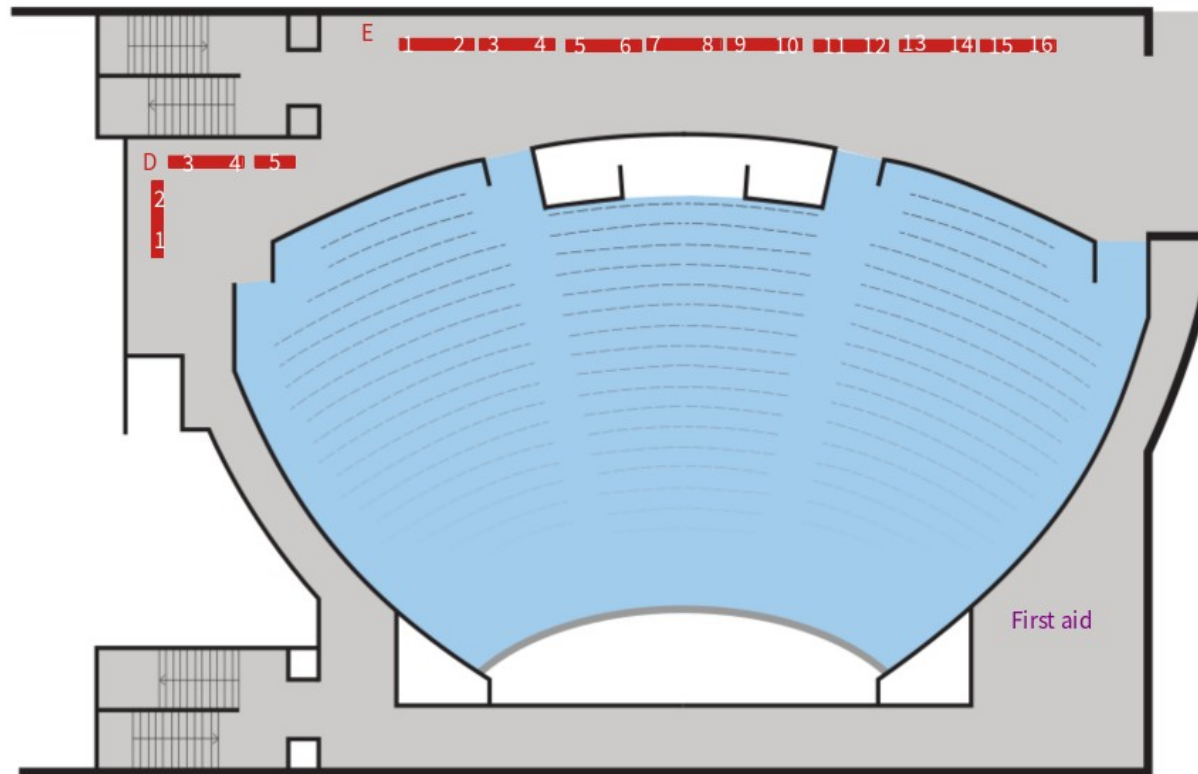
BUILDING K
LEVEL 2

Infodesk

Sponsor swag

Staff office

Staff & volunteer T-shirts

T-shirts & hoodies

Infodesk

Crisis team

Volunteer desk

FIT room

K4.401

Stands

Map
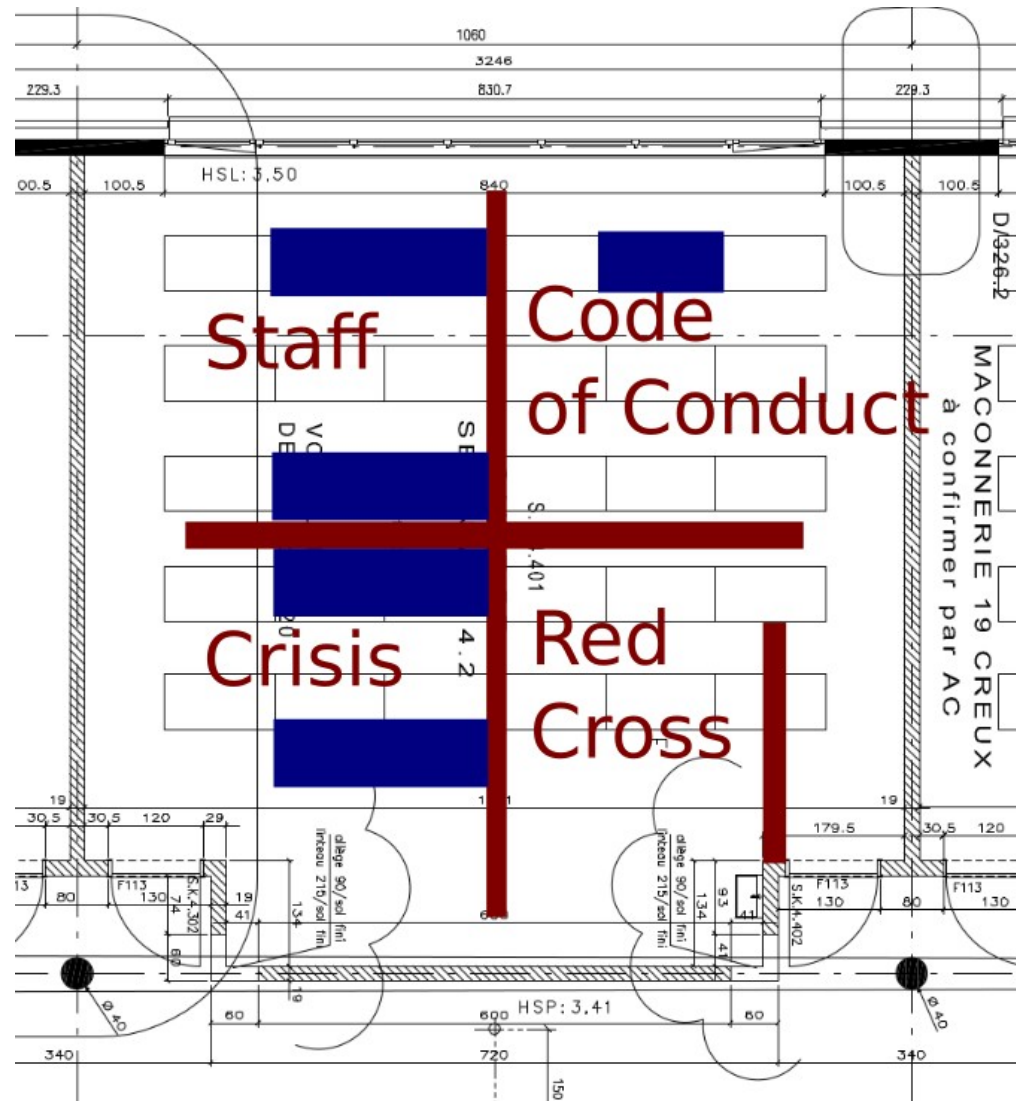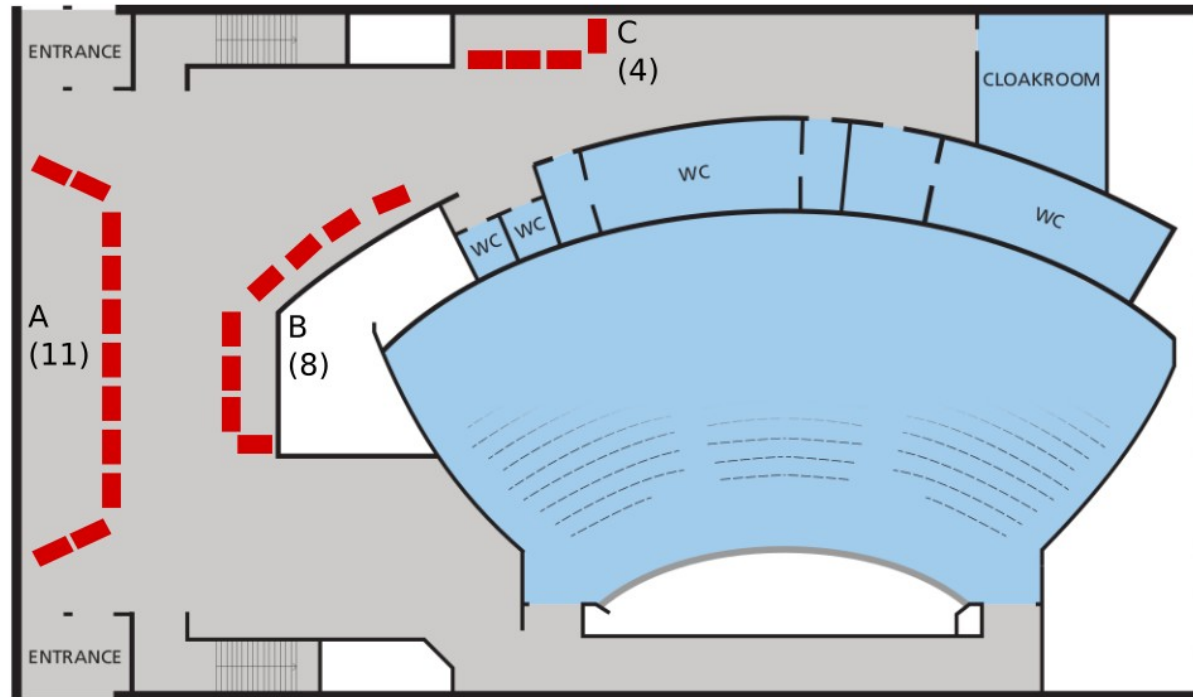
BUILDING K
LEVEL 1

B(2)

A
(17)
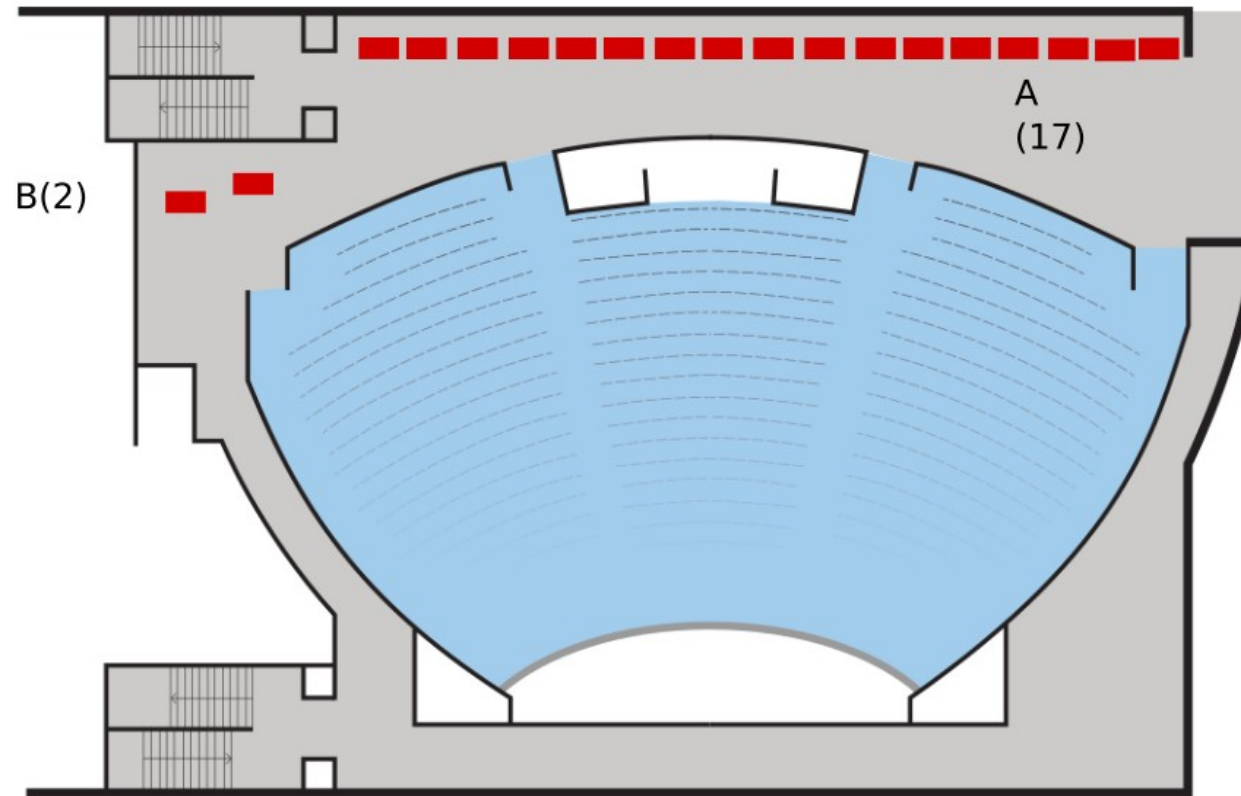
BUILDING K
LEVEL 2

List

Stand	Theme	Floor	Group	Number	Location
Eclipse Foundation	Community advocacy	K+1A	A	1	K+1AA1
FOSSASIA	Community advocacy	K+1A	A	2	K+1AA2
Matrix.org Foundation	Community advocacy	K+1A	A	3	K+1AA3
Software Freedom Conservancy	Community advocacy	K+1A	A	4	K+1AA4
Free Software Foundation Europe	Community advocacy	K+1A	A	5	K+1AA5
Free Culture Podcasts	Community advocacy	K+1A	A	7	K+1AA7
Open Culture Foundation + COSCUP	Community advocacy	K+1A	A	8	K+1AA8
Open Toolchain Foundation	Community advocacy	K+1A	A	9	K+1AA9
Open UK and Book Signing Stand	Community advocacy	K+1A	A	10	K+1AA10
The Apache Software Foundation	Community advocacy	K+1A	A	11	K+1AA11
Ansible	System administration	K+1B	B	1	K+1BB1
Grafana	System administration	K+1B	B	2	K+1BB2

Bareos	System administration	K+1B	B	3	K+1BB3
Foreman	System administration	K+1B	B	4	K+1BB4
PostgreSQL	Database engines	K+1B	B	5	K+1BB5
DRLM (Disaster Recovery Linux Manager)	System administration	K+1B	B	6	K+1BB6
OpenNebula	System administration	K+1B	B	7	K+1BB7
MariaDB Server	Database engines	K+1B	B	8	K+1BB8
CiviCRM	Office suites and productivity	K+1C	C	1	K+1CC1
DAVx5 – CalDAV / CardDAV / WebDAV client for Android + jtx Board	Office suites and productivity	K+1C	C	2	K+1CC2
XWiki & CryptPad	Office suites and productivity	K+1C	C	3	K+1CC3
Libreoffice	Office suites and productivity	K+1C	C	4	K+1CC4
Linux on Mobile (Sailfish OS, Ubuntu Touch, postmarketOS, Mobian and more)	Operating systems	K+2A	A	1	K+2AA1
KDE	Desktop environments	K+2A	A	2	K+2AA2
GitLab	Developer environment	K+2A	A	3	K+2AA3
Homebrew	Developer environment	K+2A	A	4	K+2AA4
Audacity and MuseScore	Multimedia and graphics	K+2A	A	5	K+2AA5

Mozilla	World wide web	K+2A	A	6	K+2AA6
Nextcloud: Self-hosted, open file sync & communication platform	World wide web	K+2A	A	7	K+2AA7
Jenkins	Developer environment	K+2A	A	8	K+2AA8
La Contre-Voie	Education	K+2A	A	9	K+2AA9
VideoLAN	Multimedia and graphics	K+2A	A	10	K+2AA10
The Perl/Raku Foundation	Developer environment	K+2A	A	11	K+2AA11
IEEE SA Open	Education	K+2A	A	13	K+2AA13
It's time to learn Ada!	Education	K+2A	A	14	K+2AA14
AlekSIS	Education	K+2A	A	15	K+2AA15
Chamilo	Education	K+2A	A	16	K+2AA16
IsardVDI	Education	K+2A	A	17	K+2AA17
Realtime Lounge	Community advocacy	K+2B	B	1	K+2BB1